

We are currently accepting applications for the following positions:

**Vacancy Announcement No. / Position Title**

[FSN# 2015/24 \(T\) / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/24 / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/28 \(T\) / Engineering Assistant](#)

[FSN# 2015/28 / Engineering Assistant](#)

[FSN# 2015/29 \(T\) / Medical Research Scientist](#)

[FSN# 2015/29 / Medical Research Scientist](#)

[FSN# 2015/38 \(T\) / Resources Conservation Engineer](#)

[FSN# 2015/38 / Resources Conservation Engineer](#)

[FSN# 2015/42 / Medical Research Technologist \(Influenza Epidemiology Research Coordinator\)](#)

[FSN# 2015/66 \(T\) / Electrical/Mechanical Engineer](#)

[FSN# 2015/66 / Electrical/Mechanical Engineer](#)

[FSN# 2015/67 \(T\) / Chauffeur](#)

[FSN# 2015/67 / Chauffeur](#)

[FSN# 2015/73 / Administrative Clerk](#)

[FSN# 2015/76 \(T\) / Voucher Examiner \(2 positions\)](#)

[FSN# 2015/76 / Voucher Examiner \(2 positions\)](#)

[FSN# 2015/79 / Administrative Assistant](#)

[FSN# 2015/80 / Medical Research Scientist](#)

[FSN# 2015/82 / Legal Specialist](#)

[FSN# 2015/83 / Surveillance Detection Supervisor](#)

**FSN# 2015/24 (T)**  
**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

**OPENING DATE:** February 20, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/24**  
**Refrigeration & Air Conditioning Mechanic**

**OPEN TO:** All Interested Candidates

**POSITION:** Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

**OPENING DATE:** February 20, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;

(6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/28 (T)**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineering Assistant, FSN-8, FP-6, Trainee

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8, THB 586,405 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/28**  
**Engineering Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9, THB 653,272 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

**QUALIFICATIONS REQUIRED:**

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;



(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”**

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**FSN# 2015/29 (T)**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40/ hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9 ฿ 653,272 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN# 2015/29**

**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

**OPENING DATE:** March 6, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40/ hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 ฿ 863,567 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

**QUALIFICATIONS REQUIRED:**

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific equipment.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”**

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**FSN# 2015/38 (T)**  
**Resources Conservation Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Resources Conservation Engineer, FSN-9, FP-5 (Step 1 thru 4), Trainee

**OPENING DATE:** April 10, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-9 THB 653,272 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

**QUALIFICATIONS REQUIRED:**

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum four years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/38**

**Resources Conservation Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Resources Conservation Engineer, FSN-10, FP-5 (Step 5 thru 14)

**OPENING DATE:** April 10, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 THB 863,567 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

**QUALIFICATIONS REQUIRED:**

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum five years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or



project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/42**

**Medical Research Technologist (Influenza Epidemiology Research Coordinator)**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Technologist (Influenza Epidemiology Research Coordinator), FSN-9, FP-5 (step 1 thru 4)

**OPENING DATE:** May 22, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**LENGTH OF HIRE:** Fixed-Term: Not to exceed 4 years from the date of employment

**SALARY:**

Ordinarily Resident (OR): FSN-9 ₪ 653,272 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (step 1 thru 4) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;
- (2) At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) A thorough knowledge of epidemiology research methods and procedures is required
- (5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

**“This is a re-advertisement of announcement from May 7, 2014. Applications previously received will also be considered.”**

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**FSN# 2015/66 (T)**  
**Electrical/Mechanical Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrical/Mechanical Engineer, FSN-10, FP-5(Step 5 thru 14), Trainee

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 48 hours/week

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-10 ฿1,036,280 per annum (Starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's degree in the Electrical Engineer from an accredited institution.
- (2) Minimum of six years of experience in electrical/mechanical engineering fields.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855 before the deadline**; otherwise, application will not be considered);
- (4) Ability to use computer for word processing;
- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;

(6) Ability to use AutoCAD.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/66**  
**Electrical/Mechanical Engineer**

**OPEN TO:** All Interested Candidates

**POSITION:** Electrical/Mechanical Engineer, FSN-11, FP-4

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 48 hours/week

**LENGTH OF HIRE:** Temporary position – Not to exceed 2 years

**SALARY:**

Ordinarily Resident (OR): FSN-11 ฿1,443,180 per annum (Starting salary)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Electrical/Mechanical Engineer in its Overseas Building Operations, OBO office located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent shall inspect construction, review plans, recommend approval of shop drawings and submittals, maintain a daily log of construction activities, develop change orders including preparing government cost estimates and other construction engineering duties relate to the Embassy Bangkok Physical Security Upgrade Project as directed by the OBO Project Director. S/He shall be capable of working independently and shall provide professional engineering services.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Bachelor's degree in the Electrical Engineer from an accredited institution.
- (2) Minimum of seven years of experience in electrical/mechanical engineering fields.
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855 before the deadline**; otherwise, application will not be considered);
- (4) Ability to use computer for word processing;
- (5) Ability to use engineering management software such as Primavera, maintain daily construction inspection logs, create construction cost estimates, review construction drawings for code compliance and provide briefings to the PD on civil/structural issues;

(6) Ability to use AutoCAD.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/67 (T)**  
**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-2; FP-CC (Trainee)

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-2 ฿ 213,060 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-CC

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Secondary school (Mathayom 6);
- (2) One year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

**SELECTION PROCESS:**



When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/67**

**Chauffeur**

**OPEN TO:** All Interested Candidates

**POSITION:** Chauffeur, FSN-3; FP-BB

**OPENING DATE:** July 24, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 48 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-3 ฿ 263,482 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-BB

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

Drive motor pool sedans, station wagons, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English (Provide a copy of valid TOEIC score of at least **400**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (6) Possess automotive mechanical skill.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/73**  
**Administrative Clerk**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Clerk, FSN-5, FP-9

**OPENING DATE:** August 21, 2015

**CLOSING DATE:** September 10, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5 \$ 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Management and Operation Division, U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Serve as Administrative Clerk for CDC Thailand Management and Operations section. Position holder screens and directs call and visitors for CDC Thailand office. S/he refers calls/visitors to others including Country Director Secretary, Director, Deputy Director, and others in section requiring their attention. S/he personally handles requests for information and resolves or assists in resolving a requests or complaints. Reads all incoming correspondence, determines proper action, and routes accordingly. Draft correspondence for non-technical matters. Assist in carrying out Human Resource functions to support over 170 FSN staff including serving as time/attendance keeper and/or data entry for time/attendance and records management. Provide other assistance as needed to support Management and Operations section.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) At least two years of college or university studies or host country equivalent;
- (2) At least two years providing administrative assistance in an office setting and English speaking environment is required;

(3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);

(4) Have experience with software packages including word processing, spreadsheets, e-mail, databases, telephone billing and security software and etc. (Computer test will be conducted)

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** September 10, 2015

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**FSN# 2015/76 (T)**

**Voucher Examiner (2 positions)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner, FSN-7, FP-7

**OPENING DATE:** August 21, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7\$ 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Post Support Unit, Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent's daily duty is to perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. The duties include but are not limited to: processing post assignment travel vouchers for all overseas posts, and vendor vouchers, E2 vouchers, and ILMS vouchers from PSU client posts; assuring compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers, and vendor's/contractors; ensuring compliance with Federal, DoS, PSU, and individual client post policies; providing detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion at least two years of college or university studies or host country equivalent;
- (2) Two year progressively responsible experience in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications (*Will be tested*);
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems (*Will be tested*);
- (6) Strong writing and oral communication skills.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/76**

**Voucher Examiner (2 positions)**

**OPEN TO:** All Interested Candidates

**POSITION:** Voucher Examiner, FSN-8, FP-6

**OPENING DATE:** August 21, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-8 \$586,405 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner in its Post Support Unit, Comptroller and Global Financial Services (CGFS) office located at 95 Wireless Road, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent's daily duty is to perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. The duties include but are not limited to: processing post assignment travel vouchers for all overseas posts, and vendor vouchers, E2 vouchers, and ILMS vouchers from PSU client posts; assuring compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers, and vendor's/contractors; ensuring compliance with Federal, DoS, PSU, and individual client post policies; providing detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion at least two years of college or university studies or host country equivalent;
- (2) Two years progressively responsible experience in finance, accounting, bookkeeping or related financial field;
- (3) Level IV (Fluent) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);



- (4) Strong computer skills including MS Office applications (Excel, Power Point, and Word), internet and website navigation skills, and automated financial and/accounting applications (*Will be tested*);
- (5) Ability to analyze data, accounting and payment records and reports and obtain necessary information to correct problems (*Will be tested*);
- (6) Strong writing and oral communication skills. A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

#### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/79**

**Administrative Assistant**

**OPEN TO:** All Interested Candidates

**POSITION:** Administrative Assistant, FSN-7, FP-7

**OPENING DATE:** August 28, 2015

**CLOSING DATE:** September 10, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-7 \$480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant in Technical Assistance Program Office (TAPO), located in 17 Ramindra, Ramindra Road, Anusawaree, Bangkok, Bangkok.

**BASIC FUNCTIONS REQUIRED:**

The incumbent overseas all administrative functions, provides liaison assistance and assists one junior Thai Technical Liaison Team (TLT) employee. S/He also serves as the Office Manager for Bang Khen office and also assists the TAPO Logistics Office. S/He provides all office supply purchasing and maintenance contracts with vendor.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of college studies;
- (2) At least three years administrative/liaison experience;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **600** before the deadline; otherwise, application will not be considered);
- (4) Intermediate level computer skills (Microsoft Office)

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** September 10, 2015

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**FSN# 2015/80**  
**Medical Research Scientist**

**OPEN TO:** All Interested Candidates

**POSITION:** Medical Research Scientist, FSN-11, FP- 4

**OPENING DATE:** August 28, 2015

**CLOSING DATE:** September 10, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-11 \$1,202,650 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-4 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist in its International Emerging Infection Program (IEIP), U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

**BASIC FUNCTIONS REQUIRED:**

Serves as a senior-level epidemiologist for surveillance, research, and training activities conducted by the International Emerging Infections Program (IEIP) at Division of Global Health Protection (DGHP) Nonthaburi, Thailand. The position provides epidemiological expertise in support of emerging infectious disease (EID) partnership activities. These activities most often focus on building diagnostic networks that enable the generation and sharing of information to characterize risk, prevent disease spread, and enhance control efforts. Job holder is responsible for developing collaborations between the agency and host government ministries and other organizations that support emerging infectious disease detection, surveillance and response activities. Incumbent will also provide assistance to detect emergence and manage outbreaks of EIDs in the country, the expansion of sentinel surveillance, and the establishment of laboratory support to manage such outbreaks.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Doctoral level (Dr PH or PhD) degree or host country equivalent in epidemiology is required;
- (2) At least three years of mid-to-senior level public health experience in a field related directly to emerging infectious disease epidemiology that involves coordination with an international agency or implementing partner is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Ability to analyze, understand and discuss new program and study design, management and implementation approaches is required;
- (5) Must have advanced skills in survey design, questionnaire development and with data management and analysis software such as Microsoft Access, SPSS, and SAS;
- (6) Intermediate user level of word processing, specialized spreadsheets and databases is required.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** September 10, 2015

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**FSN# 2015/82**  
**Legal Specialist**

**OPEN TO:** All Interested Candidates

**POSITION:** Legal Specialist, FSN-10, FP-5(Step 5 thru 14)

**OPENING DATE:** September 4, 2015

**CLOSING DATE:** September 17, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-10 \$ 863,567 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Legal Specialist in International Narcotics & Law Enforcement (INL), located at GPF Witthayu Tower, Wireless Road.

**BASIC FUNCTIONS REQUIRED:**

The incumbent plans and implements activities that support the development of Thai criminal justice sector (CJS). This will largely include the development and implementation of programs to train and educate Thai prosecutors and judges in fields determined to be most critical to USG and Thai CJS priorities. The incumbent develops expertise in the Thai CJS to identify areas where our programs can be most effective. S/he develops high-level contacts within the CJS and coordinates our programs with those contacts. S/he works hand-in-hand with the INL CJS coordinator to ensure effective and efficient use of INL resources toward our CJS goals. S/he also provides, as needed, legal analysis of matters relating to Thai laws and regulations.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of Bachelor's Degree in Law from accredited Thai Law School;
- (2) At least five years of experience practicing law or working in the legal field, with experience specifically in criminal law, as well as experience with event organization and management;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **855** before the deadline; otherwise, application will not be considered);

(4) Strong interpersonal, networking, administrative, budgeting, research, written and oral communication, and organizational skills.

*Remark: The candidate must perform satisfactorily on a test of article analysis that demonstrates his/her ability to perform tasks expected in the normal course of business during the interview.*

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** September 17, 2015

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**FSN# 2015/83 (T)**  
**Surveillance Detection Supervisor**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Supervisor, FSN-4, FP-AA (Trainee)

**OPENING DATE:** September 4, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-4 ฿ 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Supervisor located at U.S. Consulate General, 387 Wichayanon Road, Chiang Mai.

**BASIC FUNCTIONS REQUIRED:**

Incumbent has daily administrative and operational control of three Surveillance Detection Guards at US Consulate General Chiang Mai and reports directly to Surveillance Detection (SD) Coordinator or Regional Security Officer (RSO) for overall guidance on operational and administrative issues and is required to report to the RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. S/He will directly supervise three or more Locally Employed SD Guards in Chiang Mai while also performing surveillance detection missions.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of High School or equivalent (Mathayom 6);
- (2) six months of surveillance detection experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to use a keyboard/typewriter and a computer, and must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc.);



(6) Must be able to work independently and adapt to changing circumstances without requesting guidance with strong organizational, leadership and observational skills.

**SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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**FSN# 2015/83**

**Surveillance Detection Supervisor**

**OPEN TO:** All Interested Candidates

**POSITION:** Surveillance Detection Supervisor, FSN-5, FP-9

**OPENING DATE:** September 4, 2015

**CLOSING DATE:** Until Filled

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:**

Ordinarily Resident (OR): FSN-5 ฿ 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Bangkok is seeking an individual for the position of Surveillance Detection Supervisor located at U.S. Consulate General, 387 Wichayanon Road, Chiang Mai.

**BASIC FUNCTIONS REQUIRED:**

Incumbent has daily administrative and operational control of three Surveillance Detection Guards at US Consulate General Chiang Mai and reports directly to Surveillance Detection (SD) Coordinator or Regional Security Officer (RSO) for overall guidance on operational and administrative issues and is required to report to the RSO all occurrences of Hostile Surveillance or suspicious activities around Mission facilities in Chiang Mai. S/He will directly supervise three or more Locally Employed SD Guards in Chiang Mai while also performing surveillance detection missions.

**QUALIFICATIONS REQUIRED:**

*All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.*

- (1) Completion of High School or equivalent (Mathayom 6);
- (2) One year of surveillance detection experience;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of at least **250** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to use a keyboard/typewriter and a computer, and must be skilled with the use of surveillance equipment (i.e. audio/video recording devices, binoculars, cameras, etc.);
- (6) Must be able to work independently and adapt to changing circumstances without requesting guidance with strong organizational, leadership and observational skills.

### **SELECTION PROCESS:**

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **TO APPLY:**

Please follow the check lists and submission guidelines, posted on the official website:

[http://bangkok.usembassy.gov/job\\_opportunities.html](http://bangkok.usembassy.gov/job_opportunities.html) carefully and submit complete application package thru [bkkrecruitment@state.gov](mailto:bkkrecruitment@state.gov) before the deadline.

**Failure to follow the instructions will invalidate your application.**

**CLOSING DATE FOR THE POSITION:** Until Filled

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